



King County

TORT CLAIMS INVESTIGATOR
DEPARTMENT OF EXECUTIVE SERVICES
RISK MANAGEMENT DIVISION
Annual Salary Range \$52,738 - \$66,849 (2003 Rates)
Job Announcement No.: 03ES3162
OPEN: 2/5/03CLOSE: 02/19/03

WHO MAY APPLY: This position is open to all qualified applicants. Two positions are available.

WHERE TO APPLY: Required forms and materials must be sent attention to: King County Human Resources Division, 500 4TH Avenue, Room 450, Seattle, WA 98104 **by 4:30 p.m. on the closing date.** (Postmarks are not accepted.) **PLEASE NOTE: Applications not received at the location specified above may not be processed.**

FORMS REQUIRED: [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Applications forms are available at King County Human Resources Division, 500 4TH Avenue, Room 450, Seattle, WA 98104

WORK LOCATION: 900 4th Avenue, Room 855, Seattle, WA.

WORK SCHEDULE: 40-hour week; Monday through Friday, 8:30 a.m. to 5:30 p.m.

PRIMARY JOB DUTIES INCLUDE: This position is responsible for receiving, reviewing, investigating and developing recommendations for the disposition of serious/high exposure auto/property and casualty transit claims and lawsuits filed against Metro/King County.

- Investigation of auto/property and casualty transit claims. Scene investigation is required.
- Interviews and negotiates with claimants, witnesses, attorneys, County employees, etc. for information to resolve and settle claims and lawsuits based on the results of the investigation and legal analysis process.
- Analyzes claims with regard to common carrier law, negligence, proximate cause, comparative negligence in compliance with statutes, ordinances, King County codes, and case law.
- Evaluates investigative materials and medical records to determine settlement value (dollar amount) based on an analysis of liability exposure and damages.
- Reviews and verifies damages sought on claims and prepares written recommendations based on analysis of data collected for final disposition of claim. Effective written and oral communication is a must.
- Represents King County at small claims hearings and participates in arbitrations, mediations and settlement conferences with Deputy Prosecuting Attorneys.
- Maintains detailed records of claims investigations, negotiations and disposition of claims and lawsuits.
- Handles irate claimants professionally.
- Researches patterns of claim trends for use in loss control.

QUALIFICATIONS: Bachelor's degree (BS/BA) from accredited college or university and at least five (5) years of experience as a casualty claims adjuster with a major concentration in handling serious bodily injury/property damage claims in a high volume auto environment or any equivalent combination of education and experience.. Must have skills in managing multiple tasks simultaneously and the ability to work effectively as a team member to accomplish tasks. Applicant must be able to function in a high stress environment under pressure while maintaining a professional demeanor at all times. Claims adjusting experience with public agencies is highly desirable. Strong interpersonal and communication skills are a must. Must have a valid Washington State driver's license or the ability to travel throughout the county in a timely manner. Proficient using Word for Windows. Must be available for 24hour/7day on call duty when necessary.

Class Code: 8504